

Template

Green Procurement Plan



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1.0 PURPOSE

This plan formally establishes the Green Procurement Program (GPP) for the preferential purchase of green products and services and provides facility-wide guidance for implementation. “Green Procurement” (GP) may be defined as the purchase of environmentally preferable products and services in accordance with one or more of the established Federal procurement preference programs. The preference for recycled-content and biobased products, formerly referred to as Affirmative Procurement, is an integral part of the overall GPP. This plan satisfies the Department of Defense (DOD) requirement to document objectives, targets, and actions necessary to achieve GP purchasing mandates in an installation-level GP plan.

2.0 OBJECTIVES

The overall objectives of a GPP are to use the purchasing power of the Federal Government to acquire and use environmentally beneficial products and services; to stimulate markets for qualifying products; to reduce adverse effects on human health and the environment; to reduce energy use, toxic emissions, and depletion of natural resources; and to incorporate environmental and energy considerations into purchasing and contracting decisions. This plan focuses on the requirements and intent of the Resource Conservation and Recovery Act (RCRA) Section 6002 (reference 1), Executive Order (EO) 13423 (reference 2), EO 13514 (reference 3), and the Federal Acquisition Regulation (FAR) (reference 4), which require agencies to maximize the purchase of designated products made with recovered or biobased materials or that are energy-efficient products.

3.0 APPLICABILITY AND SCOPE

- 3.1 **Organizational Scope.** *(What is the scope of the GPP in terms of the organization?)*
- 3.2 **Applicability.** The requirements in this plan apply to all procurement actions, to include purchase card procurements, purchase orders, task orders, and supply/service contract actions.

4.0 GREEN PROCUREMENT PROGRAM FRAMEWORK AND ELEMENTS

- 4.1 **Department of Defense and Army Policies.** The updated DOD policy and strategy issued in 2008 (reference 5) provides an agency-wide strategy for DOD’s GPP implementation and outlines the components, framework, and associated responsibilities of the program. This policy reaffirms a goal of 100% compliance with Federal laws and EOs that require purchases of green products and services. The strategy describes steps for meeting those requirements along with metrics for measuring progress, and prescribes the Environmental Management System

(EMS) as the framework for implementation. Similarly, in 2006 the Army issued a GPP policy (reference 6) and a GP Guide (reference 7). The Army policy calls for full compliance with Federal GP requirements in support of the Army strategy for the environment. These policies, guidance, and other references in this plan are listed in Appendix A.

- 4.2 **Environmental Management System Integration.** To reduce the Federal Government's environmental footprint and improve the implementation of Greening the Government initiatives, all appropriate Federal facilities must implement EMSs (reference 8). An EMS is a management structure designed to integrate environmental considerations into all operations and to systematically identify, evaluate, and control environmental impacts associated with those operations. The EMS framework includes the management elements of policy, planning, implementation and operation, checking and corrective action, and management review. This plan will address each of those elements with respect to the implementation of the GPP. The EMS process creates an opportunity for environmental and procurement personnel to work together with product users to determine the most effective means of raising awareness and fully implementing the program.
- 4.3 **Green Procurement Program Elements.** The DOD and Army GPPs include the following Federal procurement preference programs, but are not limited to these components: recycled content, biobased, energy-efficient and renewable energy, alternative fuels and vehicles, ozone-depleting substances (ODSs), U.S. Environmental Protection Agency (EPA) priority chemicals, water efficient products, environmentally preferable products, green electronics, and sustainable buildings.

5.0 GOALS AND METRICS

- 5.1 **Federal Agencies.** The January 2007 EO 13423 (*Strengthening Federal Environmental, Energy, and Transportation Management*) (reference 2) and the October 2009 EO 13514 (*Federal Leadership in Environmental, Energy, and Economic Performance*) (reference 3) reinforce and consolidate previous Greening the Government EOs, and define Federal Agency goals.
- 5.1.1 *(List goals derived from the EOs.)*
- 5.2 **Department of Defense.**
- 5.2.1 DOD issued the original GPP policy in 2004, and issued the updated strategy on 2 December 2008 (reference 5). The strategy defines the GPP goals of the Department.
- *(List DOD GPP goals)*

5.2.2 The DOD GPP strategy contains several metrics applicable to DOD GP. The metrics and the tools used to measure them are provided in Appendix B. The following is a summary of the DOD metrics:

- Reduce the percentage of “Not Required” codes in Use of EPA-Designated products field in the Contract Action Report (CAR) (or corresponding fields in successor data capture system), and increase percentage of “Meets Requirements” codes in Use of EPA-Designated Products field in CAR (or corresponding fields in successor data capture system), indicating EPA-designated products were acquired with the required recycled content.
- Increase in the purchases of Federally defined indicator items in the Defense Logistics Agency’s (DLA’s) Green Procurement Report (GPR).
- Increase in the percentage of personnel trained in GP using data from Defense Acquisition University’s (DAU) database.
- Increase in the number of organizations participating in the Federal Electronics Challenge.
- Decrease in contract audit findings indicating lack of compliance with GPP requirements.

5.3 **Facility-Specific Goals.** This GP plan establishes the goals for the GPP:

5.3.1 *(what are your facility goals for GPP?)*

6.0 LEGISLATIVE AUTHORITY

6.1 **Resource Conservation and Recovery Act (reference 1).**

6.2 **Executive Order 13423 (reference 2).**

6.3 **Executive Order 13514 (reference 3).**

6.4 **Farm Security and Rural Investment Act (FSRIA) of 2002 (reference 10).**

6.5 **Energy Independence and Security Act (EISA) of 2007 (reference 11).**

6.6 **Other Executive Orders.**

6.6.1 EO 13101, *Greening the Government through Waste Prevention, Recycling, and Federal Acquisition* (reference 12).

6.6.2 EO 13221, *Energy Efficient Standby Power Devices* (reference 13).

6.7 **Federal Acquisition Regulation.**

6.8 **Army Regulation (AR) 200-1.**

7.0 BUY RECYCLED AND BIOPREFERRED PROGRAM REQUIREMENTS

7.1 **Overall Program Description.**

7.2 **List of U.S. Environmental Protection Agency (EPA)-Designated Items.** The EPA-designated items (or CPG items) in the Buy Recycled Program are listed on the EPA Web site (www.epa.gov/cpg).

7.3 **List of U.S. Department of Agriculture (USDA)-Designated Items.** A list of USDA-designated items is maintained on the USDA Web site (<http://www.ars.usda.gov/bbcc/>).

7.4 **Designated Item Exemptions.**

7.5 **Recovered Material Advisory Notices (RMANs).** In the Buy Recycled Program, the RMANs provide recommendations for recovered material content levels for CPG items and guidance for purchasing those items. A complete list of the RMAN standards as of publication of this plan may be obtained online at www.epa.gov/cpg/.

7.6 **Exceptions.** There are times when the purchase/contract is not required to meet the minimum recovered material standards for a CPG item or the biobased content standards for a designated biobased item. These exceptions are collectively referred to as “price, performance, and availability,” and are the exceptions allowed by RCRA Section 6002(c) and the FAR 23.404(b)(3). The exceptions are:

7.6.1 The recycled-content or biobased product is available only at unreasonable price, or

7.6.2 The recycled-content or biobased product does not perform according to reasonable standards, or

7.6.3 The recycled-content or biobased product is not available within a reasonable time frame or at a sufficient level of competition.

- 7.7 **Written Justifications.** An EPA- or USDA-designated product that does not meet the minimum recovered/biobased material standards may be considered a noncompliant product. The purchase of a noncompliant product may be justified for any of the three exceptions noted above in paragraph 7.6. However, the purchaser must document the justification for buying the noncompliant product when the price is above the micropurchase threshold (currently defined as \$3,000 for most purchases). The documentation of the exception is referred to as the written justification (some agencies use the term ‘written determination’).

8.0 ENERGY-CONSUMING PRODUCT PROGRAM REQUIREMENTS

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- 9.3.1 **Program Description.**
- 9.3.2 **Facility Implementation.** *(how will the facility implement the requirements?).*
- 9.4 **Alternative Fuels and Vehicles.**
- 9.4.1 **Program Description.**

9.4.2 **Facility Implementation.** *(how will the facility implement the requirements?)*

9.5 **Priority Chemicals.**

9.5.1 **Program Description.**

9.5.2 **Facility Implementation.** *(how will the facility implement the requirements?)*

9.6 **Sustainable Buildings.**

9.6.1 **Program Description.**

9.6.2 **Facility Implementation.** *(how will the facility implement the requirements?).*

9.7 **Electronic Products.**

9.7.1 **Program Description.**

9.7.2 **Facility Implementation.** *(how will the facility implement the requirements?)*

10.0 FACILITY GREEN PROCUREMENT PROGRAM

10.1 **Policy.** According to the DOD GP policy and strategy, the EMS is the most suitable framework for the GPP. Accordingly, this plan follows the EMS progression of elements from policy and planning through the management review phase. The first element to be addressed is policy, which is encompassed by the installation's overall environmental policy. The facility will develop a policy statement that reflects commitment to procurement preferences following the elements in this GP plan.

10.2 **Planning.**

10.2.1 **Establish a GP Team.**

10.2.2 **Assign Responsibilities.**

10.2.3 **Identify EMS Aspects and Impacts.** *(is GP a significant aspect?)*

10.2.4 **Establish Objectives and Targets.** *(what are the facility's targets and objectives regarding GP?)*

10.2.5 **Develop Environmental Management Programs.** *(what are the facility's EMPs?)*

10.3 **Implementation and Operation.**

10.3.1 **Structure and Responsibilities.**

10.3.2 **Training.** The following is a list of suggested training venues to support the GPP:

- General Awareness Training. Awareness training is provided by the US Army Public Health Command and other sources.
- Cardholder Training. Card holders users are initially trained on the procurement regulations prior to being issued a card. The facility may use the DAU online course to conduct the initial training, which contains a discussion of GP. Subsequent refreshers may be given using DAU or in-house training (which also includes a short discussion of buying green). It is a DOD requirement that purchase cardholders receive refresher training at least every 2 years. If updates to the GPP occur, such as USDA's addition to the biobased list, training shall be given as soon as is practical or updates will be issued to all cardholders. The GSA SmartPay purchase cardholder training has now been upgraded to include all of the components of the Federal green purchasing program. The URL for the training is <http://fss.gsa.gov/webtraining/trainingdocs/smartpaytraining/>. Onsite training is also provided by the US Army Public Health Command.
- Contracting Training. Training of contracting personnel is a key element of a GPP. Contracting training is provided by the US Army Public Health Command. The DAU has integrated GP into its basic contracting officer course; however, the DAU contracting officer representative (COR) training may not adequately cover GP considerations. A Green Purchasing Continuous Learning Module is also available from DAU (<http://clc.dau.mil/> - course CLC046). The DAU site also provides the continuous learning course CON 244 – Construction Contracting.
- Other Sources of Training. Additional sources of GP training may be found on the FedCenter Web site at www.fedcenter.gov.

10.3.3 **Operational Controls.** *(what controls/procedures are in place for the following types of personnel?)*

- Specification Writers/Requirements Generators/CORs.

- Contracting.
- Purchase Card Holders.

10.3.4 **Communication.**

10.3.5 **Documentation.**

- 10.4 **Checking and Corrective Action.** The checking and corrective action component of EMS requires an organization to routinely monitor compliance with applicable legal requirements, develop corrective and preventive actions for deficiencies identified, and evaluate the results of the corrective and preventive actions taken. The following activities/programs may have compliance checks already in place that can incorporate GP elements.

10.4.1 **Contracting.** *(what is currently checked/monitored?)*

10.4.2 **Purchase Card Program.** *(what is currently checked/monitored?)*

10.4.3 **Environmental Performance Assessment System (EPAS).** *(what is currently checked/monitored?)*

10.4.4 **EMS Audits.** *(what is currently checked/monitored?)*

10.5 **Management Review.**

11.0 RESPONSIBILITIES *(the following are EXAMPLE responsibilities – modify these to reflect your organization and the respective roles in the GP program)*

11.1 **Garrison Commander.**

- 11.1.1 Formally establish the GPP by approving the GP plan and by supporting the participation and authority of the CFT.
- 11.1.2 Provide command emphasis on GP as part of the EMS in accordance with the DOD GPP (reference 5) and Army GPP policy (reference 6). Support installation GP objectives and targets and evaluate the performance of mission partners, units, and tenants on achieving those objectives and targets.
- 11.1.3 Designate a GPP manager who has responsibility and authority over procurements.

- 11.2 **Cross Functional Team.** The CFT should be made up of representatives of activities with key roles in installation procurement that have lines of communication with purchasers, requirements generators, or contracting officers/specialists. The responsibilities of the team are described below.
- 11.2.1 Initiate and develop the installation-wide GPP by identifying opportunities for the procurement of green products and services, providing information on green products to installation purchasing activities, and promoting installation-wide GP policies and procedures.
 - 11.2.2 Develop, monitor, and adjust GPP objectives and targets within the EMS.
 - 11.2.3 Designate approval authorities for written justification forms within each procuring organization to authorize decisions not to buy designated products with the required material content.
 - 11.2.4 Periodically review written justification forms for the purchase of noncompliant products to determine their installation-wide consistency and validity.
 - 11.2.5 Develop and maintain a training and awareness program to educate buyers, requirements generators, and contracting officials on the benefits and procedures associated with the GPP.
 - 11.2.6 Investigate and recommend training sources for GP training of installation requirements generators, procurement personnel, and card holders.
 - 11.2.7 Maintain communication with installation procurement activities regarding implementation, tracking, and reporting of the GPP.
 - 11.2.8 Document and promote the initiatives and accomplishments of the GPP.
 - 11.2.9 Recommend changes in policies or procedures to improve the GPP when necessary; document lessons learned.
 - 11.2.10 Organize and participate in installation or organizational meetings/forums addressing GP and its implementation.
 - 11.2.11 Establish or refine procedures to collect GPP data to support management reviews or program performance evaluations.
 - 11.2.12 Maintain necessary records and respond to requests for procurement data from DOD or DA to support EO 13423 or other reporting requirements.

- 11.2.13 Review and update the GP plan every 3 years or sooner if regulations or requirements change, new products are designated, or operational changes affect procurement.

11.3 **Green Procurement Program Manager.**

- 11.3.1 Participate in or coordinate with the CFT to fulfill the responsibilities listed above for the team members.
- 11.3.2 Serve as technical point of contact for installation personnel regarding GP requirements and implementation.
- 11.3.3 Monitor the progress of the GPP and report to the commander as appropriate.

11.4 **Requirements Generators, Specification Writers/Reviewers, and Contracting Officer Representatives.** All generators of requirements have a responsibility to indicate preferences for green products whenever possible. Key players in the GPP that can have great impact on purchasing are the specification writers and CORs for construction/renovation and other service contracts. The following responsibilities are defined in the DOD GPP strategy document:

- 11.4.1 Identify and document whether green products and services are available and can satisfy local requirements for price, performance, and availability.
- 11.4.2 Ensure that relevant GP requirements are identified, prior to submission to the contracting office or other source of supply, so that final/approved purchase requests properly address all relevant GP requirements.
- 11.4.3 Consult with contractual and environmental specialists to improve and enhance procurement plans and for preparing statements of work or specifications that incorporate relevant GP requirements of Federal laws, regulations, and EOs.
- 11.4.4 Follow DOD component or locally established procedures for documenting exceptions to GP requirements.
- 11.4.5 Apply life-cycle cost concepts to determine cost effectiveness of green alternatives for use in acquisition and procurement decisions.
- 11.4.6 Provide oversight of contract execution to ensure GP requirements are addressed in accordance with the terms of the contract.

11.5 **Contracting Officers and Specialists.** Personnel who administer contracts have a responsibility to incorporate environmental and energy-saving requirements into contract actions and verify that they are carried out. The following

responsibilities are defined for contracting officials in the DOD GPP strategy document:

- 11.5.1 Review all procurement requests to ascertain and validate whether green products or services are involved in the procurement action.
 - 11.5.2 Provide guidance to procurement request originators and facilitate acquisition planning with respect to green products and services.
 - 11.5.3 Provide and document GP training for procurement personnel in consultation with appropriate DOD and component acquisition/procurement training sources and environmental management organizations.
 - 11.5.4 Incorporate appropriate GP language and FAR clauses in contracts consistent with specifications provided by the customer.
 - 11.5.5 Gather, sort, and report procurement data for the purpose of management evaluation of GP performance, when such data is maintained in the FPDS or other databases operated by procurement organizations.
 - 11.5.6 Ensure all contract actions from development through award, execution, and close-out meet relevant FAR requirements for GP. Specifically, as required by the FAR, these requirements include placing written justifications in the contract file for acquisitions above the micropurchase threshold that describes why an EPA- or USDA-designated product containing recovered or biobased materials was not acquired.
 - 11.5.7 Maintain required documents in the contract file to include estimates, certifications, and written justifications for exceptions.
 - 11.5.8 Accurately complete the FPDS CAR to include identification of the use of EPA-designated products and applicable provisions and clauses.
 - 11.5.9 Include environmental considerations (reuse, recycling, waste reduction, and green purchasing) as selection criteria for prospective contractors.
 - 11.5.10 Comply with procedures for monitoring and annually reviewing the effectiveness of the GPP.
- 11.6 **Environmental Staff.** The environmental staff plays a supportive and consultative role in the GPP, providing technical guidance, serving on the CFT, promoting the program, and reviewing relevant specifications for environmental impacts. The following responsibilities are defined for environmental staff in the DOD GPP strategy document:

- 11.6.1 Implement an awareness program to promote GP.
- 11.6.2 Advise the procurement request originators and contracting officers on acquisition strategies for green products and services.
- 11.6.3 Provide procurement request originators and contracting officers with current Federal listings of green products and services.
- 11.6.4 Provide procurement request originators with information and tools supporting GPP initiatives, such as the web links for EPA Green Cleaning Product recommendations, the EPA Environmentally Preferable Purchasing database, and green product catalogs from the GSA and DLA.
- 11.6.5 Provide GP consultation support to all personnel and organizations involved in the purchasing process, including personnel and organizations that define requirements, write specifications, order, purchase, or contract for products or services.
- 11.6.6 Provide recommendations to management personnel across all organizations involved in the purchasing process on the preparation, implementation, and monitoring of the GPP.
- 11.6.7 Assist organizations and personnel involved in the procurement process in providing the FPDS data and using the DLA Green Procurement Reporting tool to track performance.
- 11.6.8 Assist the GP team in integrating GP in the EMS and monitoring progress toward established objectives and targets.
- 11.7 **Purchase Card Holders.** Purchase card holders, as stewards of Federal dollars, have the responsibility to comply with the acquisition regulations and uphold Federal programs regarding mandatory sources and preferences. Many of the available green products are office supplies and are routinely purchased via purchase card from catalogs or online vendors. Buyers should be aware of GP requirements and show preference to products having environmental and energy-saving attributes.
 - 11.7.1 Complete initial and refresher card training as required.
 - 11.7.2 Maintain updated information on green products, particularly EPA- and USDA-designated items.
 - 11.7.3 Purchase compliant designated items to the maximum extent possible within the constraints of price, performance, and product availability.

- 11.7.4 Consult the CFT or environmental office for information on GPP requirements and the availability, cost, and performance of green products.
- 11.7.5 Review purchase requests to determine whether products with green alternatives or designated items are included in the request. Contact the requester if the request does not specify a preference for green products.
- 11.7.6 Seek out and request green products when purchasing from authorized vendors and online catalogs.

12.0 SUMMARY OF ACTION ITEMS

- 12.1 *Develop action items for the facility to move forward*

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APPENDIX A

REFERENCES

1. Public Law 94-580, Resource Conservation and Recovery Act (RCRA), 21 October 1976.
2. Executive Order (EO) 13423, Strengthening Federal Environmental, Energy, and Transportation Management, 26 January 2007.
3. EO 13514, Federal Leadership in Environmental, Energy, and Economic Performance, 8 October 2009.
4. Federal Acquisition Regulation, Part 23 - Environment, Energy and Water Efficiency, Renewable Energy Technologies, Occupational Safety, and a Drug-Free Workplace.
5. Memorandum, Under Secretary of Defense for Acquisition, Technology, and Logistics, 2 December 2008, subject: Updated Green Procurement Program (GPP) Strategy.
6. Memorandum, Department of the Army, 22 November 2006, subject: Establishment of the Army Green Procurement Program.
7. Army Green Procurement Guide, version 1.0, August 2006, prepared by the U.S. Army Center for Health Promotion and Preventive Medicine for the Deputy Assistant Secretary of the Army (Policy and Procurement) and the Deputy Assistant Secretary of the Army (Environment, Safety, and Occupational Health).
8. EO 13148, Greening the Government Through Leadership in Environmental Management, 21 April 2000.
9. Title 40, Code of Federal Regulations (CFR), Part 247, Guidelines for Procurement of Products that Contain Recycled Material.
10. Farm Security and Rural Investment Act of 2002, Title IX (Energy), 13 May 2002.
11. Public Law 110-140, Energy Independence and Security Act (EISA) of 2007, 19 December 2007.
12. EO 13101, Greening the Government Through Waste Prevention, Recycling and Federal Acquisition, September 1998.
13. EO 13221, Energy Efficient Standby Power Devices, 31 July 2001.
14. Army Regulation (AR) 200-1, Environmental Protection and Enhancement, 27 December 2007.

15. Title 7, CFR, Part 2902, Guidelines for Designating Biobased Products for Federal Procurement.
16. Public Law 109-58, Energy Policy Act of 2005, August 8, 2005.
17. Energy Policy Act of 1992, H.R. 776.
18. Memorandum, Executive Office of the President, Council on Environmental Quality, subject: Implementation Instructions and Requirements for Executive Order 13423, 28 March 2007.

APPENDIX B

DOD GREEN PROCUREMENT PROGRAM METRICS

The Office of the Secretary of Defense (OSD), DOD Components, and individual procuring organizations will guide and measure progress toward the DOD goal of 100 percent compliance with Federal green procurement mandates with the following tools and criteria:

1. The Codes in the Contract Action Report (CAR) (or successor data capture report), using data from the Federal Procurement Data System-Next Generation (or successor system).
2. Purchases of Federally-defined indicator items as determined using data from Defense Logistics Agency's GPR/ERLS at Defense Logistics Information Service (DLIS).
3. Personnel trained in green procurement using data from the Defense Acquisition University's training information database.
4. Organizations participating in the Federal Electronics Challenge.
5. Number of negative contract audit findings that indicate lack of compliance with GPP requirements.

OSD and the DOD Components will review and monitor green procurement performance trends using the following metrics:

1. Percent reduction in the number of "Not Required" codes in Use of EPA-Designated Products field in CAR (or corresponding fields in successor data capture system), and percent increase in the number of "Meets Requirements" codes in Use of EPA-Designated Products field in CAR (or corresponding fields in successor data capture system).
2. Increase in purchases of Federally defined indicator items.
3. Increase in the percentage of personnel trained in green procurement.
4. Increase in organizations or installations participating in the FEC.
5. Decrease in contract audit findings indicating lack of compliance with GPP requirements.

APPENDIX C

TERMS AND DEFINITIONS

Affirmative Procurement - Buy Recycled and BioPreferred Programs

RCRA Section 6002 requires each procuring agency to establish an affirmative procurement program for maximizing purchases of EPA-designated items. The program should be developed in a manner that ensures that items composed of recovered materials are purchased to the maximum extent practicable consistent with Federal procurement law. The 2002 Farm Bill made biobased products a mandatory addition to Federal Agency procurement preference programs.

Biobased Products

Biobased products are commercial or industrial products (other than food or feed) that utilize biological products or renewable domestic agricultural (plant, animal and marine) or forestry materials. Examples are soy-based inks and cleaners, ethanol cleaners made from corn, vegetable or seed-based lubrication oils, and particleboard made from kenaf, rice straw, or wheat straw.

Compliant Product

As used in this plan, a compliant product is an EPA-designated item purchased by a Federal procuring agency that conforms to the RMAN standards for recovered material content, or a USDA-designated biobased product that conforms to the recommended biobased content standards.

Comprehensive Procurement Guidelines

Through the CPG, EPA designates items that must contain recovered materials when purchased by Federal, state, and local agencies, or by government contractors using appropriated Federal funds. EO 13101 requires EPA to update the CPG every 2 years.

Designated Item

An item or category of items designated by EPA in the CPGs, that is or can be made with recovered material, that when purchased advances the purpose of RCRA. Also an item or category of items designated by the USDA, that is or can be made with biobased materials.

DOD Green Procurement Program (GPP)

The DOD GPP was formalized in a policy letter on 27 August 2004 from the Office of the Secretary of Defense. The purpose of the GPP is to enhance and sustain mission readiness through cost effective acquisition that achieves compliance and reduces resource consumption and solid and hazardous waste generation. Green procurement is the purchase of environmentally preferable products and services in accordance with one or more of the established Federal “green” procurement preference programs. The GPP applies to all acquisitions from major systems programs to individual unit supply and service requisitions. Components of the DOD GPP include:

Recovered material (recycled content)
Environmentally preferable
Energy efficient and renewable energy sources
Biobased
Alternative fuels and fuel efficiency
Non-ozone depleting
Priority chemicals
EPEAT-registered computers
Sustainable Buildings

Energy-Efficient Product

A product in the upper 25 percent of efficiency for all similar products or, if there are applicable Federal appliance or equipment efficiency standards, a product that is at least 10 percent more efficient than the minimum Federal standard.

Environmentally Preferable Purchasing (EPP)

EPP is defined as any purchasing decision that gives preference to products with environmentally beneficial attributes. As defined by EPA, it is the purchase of “products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose...” Environmentally preferable products may have one or more desirable characteristics, for example: reduced toxicity, made from biobased materials, recyclability, durability, reparability, manufacturer take-back, energy efficiency, non-ozone depleting, or having health and safety benefits.

Green Product or Service

For the purposes of this document, green products and services are defined as products and services meeting the requirements of one or more of the components of Federal Green Procurement preference programs, such as EPA-designated products (RCRA Section 6002); USDA-designated biobased products (2002 Farm Bill); EOs 13423, 13514, and 13221; EISA of 2007; EAct of 2005; and any Federal procurement preference programs implemented after the date of this document.

Noncompliant Product

As defined in this GP plan, a noncompliant product is an EPA-designated product that does not meet the minimum standards for recovered material content (as defined in the associated RMAN), or any USDA-designated product that does not meet the recommended biobased content levels.

Pollution Prevention

Source reduction is defined in the Pollution Prevention Act of 1990, 42 U.S.C. 13102, and other practices that reduce or eliminate the creation of pollutants through: (a) increased efficiency in the use of raw materials, energy, water, or other resources; or (b) protection of natural resources by conservation.

Postconsumer Materials

A material or finished product that has served its intended use and has been diverted or recovered from waste destined for disposal, having completed its life as a consumer item. Postconsumer materials are part of the broader category of recovered materials. For example, newspapers, office paper, and cardboard boxes are postconsumer materials that are generated in homes and businesses and that can be collected and recycled.

Procuring Agency

Any Federal Agency, or any state agency or agency of a political subdivision of a state that is using appropriated Federal funds for procurement. DOD is considered a procuring agency.

Recovered Materials

A subset of recycled materials, recovered materials are wastes and byproducts that have been recovered or diverted from solid waste. Recovered materials **do not include** materials and byproducts generated from, and commonly reused within, an original manufacturing process. For example, paper and paperboard waste from a paper mill that is discarded (not used within the original manufacturing process) and recycled off site is a type of recovered material. Thus, recovered materials include the categories of manufacturing wastes (previous example) and postconsumer wastes (see definition).

Recovered Materials Advisory Notices (RMAN)

The RMANs provide purchasing guidance and recommend recovered and postconsumer material content levels for designated items. RMANs may be in the form of discrete content levels, recycled-content ranges, or management practices which recover wastes and put them back in the marketplace. EPA's RMAN recommendations are guidance and therefore are not codified in the Code of Federal Regulations.

Specification

A clear and accurate description of the technical requirements for materials, products, or services including the minimum requirement for materials' quality and construction and any equipment necessary for an acceptable product. In general, specifications are in the form of written descriptions, drawings, prints, commercial designations, industry standards, and other descriptive references

Sustainable Construction

The construction of buildings or structures that incorporate, coexist with, and have a minimal impact on the environmental surroundings. Examples are the use of solar energy, water-saving and energy-saving devices, native plant and building materials, biobased and recycled-content construction materials, and integrated pest management.

Written Justification

The documentation required when using an exception to purchasing a CPG or biobased compliant product, based on price, performance, or availability. Written documentation of the exception is required for all Federal purchases exceeding the micropurchase threshold.

